

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Facility Reporting Requirements	
Policy Number: PIP 02	Standards/Statutes: ARM 37.27.120.130 MCA 53.24.208
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To assure the facility monitors performance expectations and goals. The program must ensure goals are either accomplished or addressed through a quality assurance process.

POLICY: Gathering data permits the facility to monitor performance goals and objectives as well as other areas in need of quality improvement. Information is gathered on a month by month basis and a quarterly report is prepared based upon; admissions, discharges, length of stay, utilization review, performance measures, average daily population, 3rd party payments, patient characteristics, detox and patient satisfaction surveys.

PROCEDURE:

- I. Targets measures are in place for each performance goal. Data collection is pulled from various systems, ADIS (Alcohol and Drug Information System), MIS (Montana Information System), TIER (Total Integrated Electronic Record), PTU bed list and daily census reports by the Performance Improvement/Utilization Review Manager.
- II. Information will be gathered on a daily/monthly basis. A quarterly report will be prepared and submitted to the Administrator.
- III. Current goals, objectives and performance indicators will be included in new employees packet that are provided at the time of hire. Updated quarterly reports will be posted within the facility at key locations for staff review.
- IV. All goals will be monitored on a quarterly basis.
- V. A Performance Improvement Committee will monitor and review goals, objectives and target performance indicators. The Committee will also be responsible for defining corrective action to be taken to

assist in reaching desire goals. Performance Improvement/Utilization Review Manager chairs the Performance Improvement Committee.

Revisions: _____

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